HEALTH RECORD

SECTION III. ATTENDANCE RECORD

15. RESTORATIONS AND TREATMENTS (Completed during service)

16. SUBSEQUENT DISEASES AND ABNORMALITIES

17. June 10. Ju

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## **DENTAL HEALTH RECORD - CONTINUATION SHEET**

- 1. <u>Purpose.</u> The purpose of this form is to provide Job Corps with a record of the student's dental health status and of dental services provided while the student is in Job Corps when space for such purposes on form SF-603 is exhausted.
- 2. <u>Originator</u>. This form is completed by a member of the center health staff when oncenter dental services are provided, or in the case of off-center dental care, the form is provided by the center health staff to the dental provider for completion and returned to the center health staff.
- 3. <u>Frequency</u>. When it is necessary to record additional dental services of student.
- 4. <u>Distribution</u>. Maintained in separate folders or at separate locations to facilitate procedures at individual centers. However, it will be attached to form SF-603 and filed in the Health Record folder at the time of the closing of the record as part of the student's transfer or separation procedure. The complete Health Record shall be forwarded to the ETA Regional Office after a student's separation from the Job Corps.
- 5. <u>General Instructions</u>. The dentist providing the examination or other dental services will fill-in or provide the instructions for completing the form and designate the symbols that he/she normally uses. All health personnel filling in Job Corps dental records will use the standard Job Corps dental abbreviations (listed in the Job Corps dental guidelines).
- 6. <u>Detailed Instructions</u>. This is a standard form utilized by many agencies in the Federal Government that provide dental care. Detailed instructions for the dentist, if needed, may be found in Department of Defense publications (Army or Navy). Technical assistance may be sought from Job Corps ETA Regional Dental Consultants.
- Disposition. Dental Records and dental X-rays shall be filed in the Student's Health Record folder at the time of closing of the Health Record as part of the student's transfer or separation procedure. The complete Health Record will be sent to the ETA Regional Office for disposition after a student separates from the Job Corps.